Ashfield
DISTRICT COUNCIL

DIRECT Debit

Please fill in the whole form using a ball point pen with black ink and send it to:

Revenue Services
Ashfield District Council
Urban Road
Kirkby in Ashfield
NOTTINGHAM
NG17 8DA

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

		-			-		

Name and full postal address of your Bank or Building Society

To: The Manager

Address:

Postcode

Instruction to your Bank or Building Society to pay by Direct Debit.

Originators Identification Number

9	7	3	2	2	9

Property Address:

Please tick your preferred instalment date	**1st**	**10th**	**20th**

Instruction to your Bank or Building Society
Please pay Ashfield District Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Ashfield District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

National Non Domestic Rates Account Number

Bank and Building Societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the Payer

The Direct Debit Guarantee

- The Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Ashfield District Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Ashfield District Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Ashfield District Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when Ashfield District Council asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.